



JOINT FORCE HEADQUARTERS WISCONSIN

WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
PO BOX 8111
MADISON, WI 53708-8111
JOB OPPORTUNITY
Number 10-117

WISCONSIN AIR NATIONAL GUARD

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE/J1 (HRO) BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE: 10 March 2010	CLOSING DATE: 25 March 2010
POSITION: Staff Accountant, Position Description Control Number 80481000, GS-0510-11/9/7	LOCATION: 115 th FW, Truax Field ANG Base, Madison, WI FC: 151A00, Compressed Work Week Required
SALARY RANGE: GS-11, \$57,408 to \$74,628 annually GS-9, \$47,448 to \$61,678 annually GS-7, \$38,790 to \$50,431 annually	TYPE OF APPOINTMENT: Excepted- Permanent

Also on our web site at: <http://dma.wi.gov/tech.asp>

RELOCATION EXPENSES WILL NOT BE PAID.

Projected to fill on or about 1 December 2006

Also advertised as AGR Job Opportunity Number 10-26.

*** ELIGIBILITY/NOTES ***

MILITARY MEMBERSHIP REQUIREMENTS: This position is open to an enlisted person or person eligible for enlistment in the Wisconsin Air National Guard. Veteran's preference does not apply to positions in this agency.

Military Grade: The maximum grade available is E-7. Upon appointment, selectee must be eligible (AFMAN 36-2105/AFMAN 36-2108) to be assigned to the following compatible AFSC: 6F0X1.

- The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment.
- Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules.
- Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT).
- Males born on or after 1 January 1960 must be registered with the Selective Service prior to employment.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

*** REQUIRED QUALIFICATIONS ***

Applicants must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that support the KSA. *Remember, only the information shown on the application can be used to evaluate qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired. General Experience: Experience in administrative, professional, technical, or other responsible work that demonstrates a knowledge of management principles and practices. The applicants must have the ability to analyze problems and draw logical conclusions and to communicate effectively with others.

Basic requirements for all grades:

a. Degree: Accounting; or a degree in a related field such as business administration, finance, or public administration that includes or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means accounting and/or auditing" in this standard. Similarly "accountant" should be interpreted, generally, as "accountant and/or auditor").

OR

b. Combination of education and experience – at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. Applicant's background must also include at least one of the following:

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1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law.

2. A certificate as Certified Public Accountant or a Certified Internal Auditor obtained through written examination

OR

3. Completion of the requirements for a degree with major study in accounting, auditing or a related field which includes substantial course work in accounting or auditing, e.g., 15 semester hours, but which does not fully satisfy the 24 semester hour requirement of paragraph a., provided that (a) the applicant has successfully demonstrated the ability to perform work of the GS-11 or higher grade level in accounting, auditing or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors have determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement which is normally associated with successful completion of the 40-year course of study in paragraph a.; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training and experience fully meet the specified requirements.

Specialized Experience: **GS-11:** Must have Thirty-six (36) months; **GS-9:** Twenty-four (24) months; **GS-7:** Twelve (12) months of specialized experience which has demonstrated the following knowledge, skills, abilities and personal characteristics:

- a. Knowledge of conventional and advanced auditing techniques in gathering and evaluating pertinent data.
- b. The ability to prepare audit programs based on use of the most appropriate audit techniques.
- c. The ability to converse with managers and supervisors.
- d. The ability to answer complex questions regarding the audit.
- e. The ability to draft audit reports which present findings, identifying situations and recommending corrective actions.

Substitution of Education for Specialized Experience: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. Courses must be directly related to the work of the position. Copies of transcripts must accompany applications to receive credit.

Evaluation Method: All applicants will be initially screened against the general qualifications as indicated above and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the specialized experience.

Brief Description of Duties and Responsibilities: This position is located at an Air National Guard (ANG) Wing, Financial Management (FM). The purpose of this position is to serve as a Staff Accountant with responsibility for planning, coordinating, and performing comprehensive quality assurance reviews, special studies, and selective internal examinations of base level accounting and financial management programs. Work involves preparing, analyzing, interpreting, presenting, and advising on accounting and financial data. The incumbent concurrently organizes and administers the operation of automated financial systems in support of financial management functions. The work requires a professional knowledge of accounting theories, principles and practices. Duties performed are in support of state and Federal ANG operations, training, and readiness missions.

***** HOW TO APPLY *****

Submit a summary of your employment history using an OF 612 or Resume, and include the following information:

(Incomplete applications will not be accepted)

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, appropriate phone numbers, Social Security Number, date of birth and country of citizenship.
- Your military grade, unit of assignment, and AFSC. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
- A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the vacancy. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail, include DD Form(s) 214 (if applicable). You may use continuation pages to include all related

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experiences. Ensure that both military and civilian experiences are fully described, to include time frames. Highest Federal Civilian grade held (include job series and date held). If you use acronyms explain them.

- **WRITE A SUMMARY OF EACH KSA, (Knowledge, Skills and Ability), INCLUDING DATES FOR EACH KSA, TO EXPLAIN HOW YOU QUALIFY.** List all pertinent military schools and training completed. Applicants should submit DMA Form 20 and/or 21 to document military schools and address KSAs. Failure to demonstrate these experience requirements may result in disqualification. AFSC, Position Description, Job Title, grade and series WILL NOT qualify an applicant.
 - For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.
 - High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). To ensure credit for education you must include a copy of your transcript(s).
 - Applicants should include a DMA Form 181 or Standard Form 181.
 - Applications must have an original signature and date. Resumes must have a signed and dated cover sheet.
- * Note: Separate applications are required if applying for more than one Job Opportunity Announcement.

Send applications to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, 2400 Wright St, Madison, WI 53704-2572**. Applications must be mailed at the applicant's own expense and become property of the Human Resources Office/J1 and will not be returned or photo copied. When circumstances cause your application to arrive after the closing date, you may fax or e-mail ngwidhrfedstaffing@ng.army.mil an exact and complete, signed copy of your application. **Faxes and e-mails must be received in the HRO no later than 4:00 p.m. on the closing date.** If you fax or e-mail your application, the original must be postmarked by the closing date, and received no later than seven calendar days following that closing date. **Late applications will not be accepted.** Direct any questions to the Recruitment and Placement Specialist at (608) 242-3722 or DSN 724-3722; fax (608) 242-3726.

Federal Civil Service Benefits Available: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 120 hours Military Leave.

DISTRIBUTION: E, S {Madison (ED), Milwaukee (ED), 128 ACS (ED)}